CONTRACT USER GUIDE



How to Use the No.2 Heating Oil Contract

Contract #: ENE34 Contract Duration: 10/01/11 - 09/30/13

MMARS #: ENE34* Options to renew: Two (2) 12 month option

Contract Manager: Jim Ferri - 617-720-3168 James.Ferri@state.ma.us

Last change date: 10/12/12

Contract Summary

This contract is for the purchase and delivery of No.2 Heating Fuel. Bio-heat is available in Zones 1, 2 and Zone 3 for will-call only with a minimum 500 gallon delivery. This is not a fixed-price contract; it is an indexed price contract. Price changes daily. See pricing and buying details below. New Entities wishing to participate in this contract must make arrangements with the appropriate awarded vendor prior to October to be included in the upcoming heating season and must remain with the vendor for the duration of the heating season (Oct-Mar). Vendors have been directed to request this commitment in writing. After October, new entities are added at the discretion of the vendor.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendor(s)
- Prompt Pay Discount
- Lower differential pricing for the purchase of 8,000 gallons or more

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

- 01. Cities, towns, districts, counties and other political subdivisions
- 02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- 03. Independent public authorities, commissions and quasi-public agencies
- 04. Local public libraries, public school districts and charter schools;
- 05. Public Hospitals, owned by the Commonwealth;
- 06. Public institutions of high education
- 07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- 08. Other states and territories with no prior approval by the State Purchasing Agent required; and



09. Other entities when designated in writing by the State Purchasing Agent.

How to use the contract

Check the Zone listing (on page 5) to determine the city or town where you will have the No.2 Heating Oil delivered. Contact the vendor responsible for that Zone to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state. Each zone has one awarded contractor. These contractors are responsible for servicing the eligible users within that zone.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details:

Contract ENE34 calls for the delivery of No.2 Heating Oil to be purchased at a fixed differential price to be applied to the average of the high and low wholesale Boston Price as published daily in the Journal of Commerce.

Total Price per Gallon = Daily Commodity Price + Applicable Differential Price (Additional taxes and federal environmental fees to be billed as separate line items on invoices)

Verifying the Commodity Price:

The Procedure for verifying the Daily Commodity Price on the Internet is as follows:

- Go to: www.comm-pass.com
 - Click the button on the tab at the top of page labeled "contracts"
 - Click <u>Search for a Contract</u>
 - Under **AND** Search by Specific Criteria
 - Check the Statewide Contract box
 - Enter "ENEFY13" for the document number
 - Select "Active" for document status
 - At the top of page, click on <u>There are 1 Contract(s) found that match your search</u> criteria
 - Click on the icon to view
 - Daily commodity pricing for a specific date is located under the "Forms & Terms" tab

The Less Than Truckload Differential pricing is applicable for all deliveries under 8,000 gallons. The Truckload Differential Pricing is applicable for deliveries of 8,000 gallons or more.

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Zone	Vendor	Prompt Payment Discount (PPD)	Less Than Truckload Differential	Truckload (8,000 +) Differential
1	East Coast Petroleum	1.0 - 10 Days	.0787	.0379
2	Global Montello	.25 – 10 Days	.1509	.0437
3	East Coast Petroleum	1.0 – 10 Days	.1539	.0379
4	Peterson Oil	.25 – 10 Days	.3500	.0775
5	Global Montello	.25 – 10 Days	.1313	.0487
6	East River Energy	.0013 – 10 Days	.1744	.0699
7	F.L. Roberts	N/A	.1575	.0689
8	Global Montello	.25 – 10 Pays	.3174	.0974

Bio-Heat (An EPP Product) is available for Zones 1, 2, 3 for Will Call Accounts only with a minimum delivery of 500 gallons.

Zone	Vendor	PPD	B5 Bio-Heat Diff.	
1	East Coast Petroleum	1.0 – 10 Days	.0987	
2	Global Montello	.25 – 10 Days	.1709	
3	East Coast Petroleum	1.0 – 10 Days	.1739	

The following additional taxes and federal environmental fees to be billed as separate line items on invoices:

- Federal Leaking Underground Storage Tank (LUST): \$.001 per gallon
- Federal Oil Spill Liability Trust Fund: \$.0019 per gallon
- Massachusetts Uniform Oil Response Fee: \$.00119 per gallon

Vendor List and Contract information

Vendor Contact Information

Zone 1, 3

Company: East Coast Petroleum

Address: 1185 Turnpike Street, Stoughton, MA 02072-1160

Contact: Vincent Meglio Phone-Business Hours: (800) 649-0550 Fax: (781) 297-7011

E-mail <u>VincentM@EastCoastPetroleum.com</u>

After Hours Contact: Vincent Meglio
After Hours Phone: (781) 297-7030

Zone 2, 5 & 8

Company: Global Montello

Address: 800 South Street, Waltham, MA. 02254-9161

Contact: Kevin Young
Phone-Business Hours: (781) 398-4259
Fax: (781) 398-4164
E-mail kyoung@globalp.com

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After Hours Contact: Craig Hess After Hours Phone: (617) 660-1100

Zone 4

Company: Peterson Oil Service Inc.

Address: 75 Cresent Street, Worcester, MA. 01605

Contact: Wendy A Renzi Phone-Business Hours: (508) 368-1000 Fax: (508) 368-1159

E-mail wrenzi@petersonoil.com

After Hours Contact: Howard Peterson

After Hours Phone: (508) 368-1000/ (508) 688-4728

Zone 6

Company: East River Energy

Address: 401 Soundview Road, Guilford, CT. 06437-0388

Contact: Colleen Canestrari Phone-Business Hours: (800) 336-3762 Fax: (203) 453-3899

E-mail cmc@eastriverenergy.com

After Hours Contact: Steve Sowka
After Hours Phone: (800) 336-3762

Zone 7

Company: F.L. Roberts & Co., Inc.

Address: 93 West Broad Street, Springfield, MA. 01102

Contact: Lisa Allen
Phone-Business Hours: (413) 736-9611
Fax: (413) 736-9611

E-mail lisa allen@flroberts.com

After Hours Contact: Lisa Allen

After Hours Phone: (413) 684-2354

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (<u>www.comm-pass.com</u>) website, click on "Contracts" then search by document number ENE34.

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Zone Listing

Zone 1-East Coast	Zone 2-Global	Zone 3-East Coast	Zone 4-Peterson	Zone 5-Global	Zone 5-Global	Zone 6-East River	Zone 7-FL Roberts	Zone 8-Global
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHAM	AGAWAM	ADAMS
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD
BOSTON	BEVERLY	ATTLEBORO	BREWSTER	AUBURN	PAXTON	ATHOL	ASHFIELD	BECKET
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BERNARDSTON	BELCHERTOWN	CHESHIRE
	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG
	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	CHARLEMONT	BRIMFIELD	DALTON
	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	COLRAIN	CHESTER	EGREMONT
	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	DEERFIELD	CHESTERFIELD	FLORIDA
-	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	GREAT BARRINGTON
	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY	FITCHBURG	CONWAY	HANCOCK
	HAMILTON	DUXBURY	ORLEANS	BOLTON	SOUTHBOROUGH	GARDNER	CUMMINGTON	HINSDALE
	HAVERHILL	EAST BRIDGEWATER	PROVINCETOWN	BOXBOROUGH	SOUTHBRIDGE	GILL	EAST LONGMEADOW	LANESBOROUGH
	IPSWICH	EASTON	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE
	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE
	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY
	LYNNFIELD	FREETOWN	IANWOUTH	CHELMSFORD	SUDBURY	LEVERETT	HADLEY	MOUNT WASHINGTON
	MANCHESTER	HALIFAX		CLINTON	SUTTON	LEYDEN	HAMPDEN	NEW ASHFORD
	MARBLEHEAD	HANOVER		CONCORD	TYNGSBOROUGH	LUNENBURG	HATFIELD	NEW MARLBOROUGH
	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	HOLLAND	NORTH ADAMS
	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLLAND	OTIS
	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	HUNTINGTON	PERU
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	NAHANT	MANSFIELD		EAST BROOKFIELD	WAYLAND	ORANGE	LONGMEADOW	PITTSFIELD
	NEWBURY	MARION		FRAMINGHAM	WEBSTER	PELHAM	LUDLOW	RICHMOND
	NEWBURYPORT	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	SANDISFIELD
	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SAVOY
	NORTH READING	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SHEFFIELD
	PEABODY	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	NORTHAMPTON	STOCKBRIDGE
	READING	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	PALMER	TYRINGHAM
	ROCKPORT	NORFOLK		HOLDEN		SUNDERLAND	PLAINFIELD	WASHINGTON
	ROWLEY	NORTH ATTLEBOROUGH		HOLLISTON		TEMPLETON	RUSSELL	WEST STOCKBRIDGE
	SALEM	NORTON		HOPEDALE		TOWNSEND	SOUTH HADLEY	WILLIAMSTOWN
	SALISBURY	NORWELL		HOPKINTON		WARWICK	SOUTHAMPTON	WINDSOR
	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHWICK	
	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTER	SPRINGFIELD	
	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON	TOLLAND	
	WENHAM	PLYMPTON		LEICESTER			WALES	
	WEST NEWBURY	RAYNHAM		LITTLETON			WARE	
WILMINGTON		REHOBOTH		MARLBOROUGH			WEST SPRINGFIELD	
WINCHESTER		ROCHESTER		MAYNARD			WESTFIELD	
WINTHROP		ROCKLAND		MEDWAY			WESTHAMPTON	
WOBURN		SCITUATE		MENDON			WHATELY	
		SEEKONK		MILFORD		1	WILBRAHAM	
		SHARON		MILLBURY			WILLIAMSBURG	
		SOMERSET		MILLIS			WORTHINGTON	
		STOUGHTON		MILLVILLE				
		SWANSEA		NATICK		1		
		TAUNTON		NEW BRAINTREE		1		
		WALPOLE		NORTH BROOKFIELD		1		
		WAREHAM		NORTHBOROUGH		1		
		WEST BRIDGEWATER		NORTHBRIDGE				
		WESTPORT						
		WHITMAN				1		
		WRENTHAM				1		

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